

## CHAPTER 25F

### WEAPONS DEPARTMENT

#### Section I. RESPONSIBILITIES

25F-1. Advises the Commandant and Assistant Commandant on Armor and related matters; conducts resident instruction in cavalry and tank weapons systems and advanced gunnery techniques; produces well-trained, technically proficient, and highly motivated soldiers for the Armor/Cavalry force; writes, reviews, and critiques doctrine, lessons, tests, and other training support materials; routinely reviews and evaluates instructional presentations to ensure completeness and effectiveness; assists other directorates in the development of effective and efficient resident/nonresident instruction and training support material; conducts or contributes to studies as required; develops and maintains vault files in support of instructional requirements; provides subject matter expertise (SME) in support of combat and training development activities; assists DOTD in applying the systems approach to training in the areas of analysis and design; coordinates with other instructional departments and makes recommendations to the Commandant and Assistant Commandant, as required.

#### Section II. FUNCTIONS

25F-2. OFFICE OF THE DIRECTOR. a. Plans, directs, coordinates, and supervises activities of the department.

b. Advises the Commandant, Assistant Commandant, directorate staff, and other academic departments on matters pertaining to the department.

c. Directs and supervises activities of the department including:

(1) Department participation in design, development, and validation of Individual Training Plans (ITP), Soldier's Manuals (SM), Task Summaries, Military Qualification Standards (MQS), Programs of Instruction (POI), Army Training and Evaluation Program (ARTEP), Field Manuals (FM), Training Manuals (TM), Training Circulars (TC), and other Army Doctrinal and Training Literature Program (ADTLP) products.

(2) The incorporation of new doctrine into training programs and training literature for which the department is proponent.

(3) Coordination and resolution of issues in current doctrine, table of organization and equipment (TOE), enlisted personnel management system (EPMS), officer personnel management system (OPMS), and training in weapons and weapons related areas.

(4) Represents the Armor School by reviewing and commenting on applicable training development projects in those areas for which the department is responsible.

25F-3. OPERATIONS RESEARCH ANALYST. a. Serves as SME on tank accuracy. Develops, maintains, and reports on various measures of tank gun accuracy indicators.

b. Leads or participates in studies evaluating hardware, personnel, and training effectiveness, and performance of tank weapons direct fire systems components.

c. Conducts and coordinates scientific evaluations and theoretical analysis pertinent to projects, studies, and the organization to include direction of the development of new procedures to increase the quality, effectiveness, and efficiency of test operations; design, development, and maintenance of an automated data base item performance and other scientific and engineering data; application of mathematical model building and computer simulation techniques.

d. Provides expert advice concerning engineering and operations research, as applied to Armor Weapons systems.

25F-4. PROGRAM MANAGEMENT DIVISION. a. Serves as the principal department agency for coordination, scheduling, department administration, programming and planning, supply management, resourcing, and department maintenance.

b. Supervises subordinate branches and activities to include: Operations and Scheduling, Administrative, Support, and Maintenance Branch, and the Training Development Support Section.

c. Manages development of budget, resource programming, table of distribution and allowances (TDA), and force modernization planning.

d. Coordinates with instructional divisions and makes recommendations on program and support policies and procedures.

e. Supervises the physical security of department facilities.

25F-5. OPERATIONS/SCHEDULING BRANCH. a. Coordinates troop support, range, ammunition, and training area requirements.

b. Maintains the department schedule of classes, rehearsals, and faculty boards.

c. Maintains department file of Training Requirements (TR) Cards (USAARMC Form 906).

- d. Coordinates orientation briefings as directed.
- e. Prepares department contingency plans.
- f. Coordinates programmed and nonprogrammed instructional manhours.
- g. Processes requests for, and coordinates the use of, facilities, training aids, and other instructional materials.
- h. Coordinates transportation support.
- i. Maintains the current record copy of each POI.

25F-6. ADMINISTRATIVE BRANCH. a. Provides administrative support for the department, including personnel and other management programs, records control, and correspondence.

b. Prepares and processes civilian personnel action requests and Time and Attendance Reports.

- c. Reports on projects, tests, and routine recurring reports.
- d. Prepares reports and processes department correspondence.
- e. Presents orientation briefings as directed.
- f. Makes recommendations on administrative policies and procedures.
- g. Acts as the department office of record.
- h. Operates and maintains the department mail and distribution center and provides operational control of reproduction equipment.
- i. Maintains the department technical reference library.
- j. Prepares/monitors the department TDY budget.
- k. Coordinates and manages the information security program.
- l. Maintains responsibility and accountability for department classified material.
- m. Administers department forms control program.

25F-7. SUPPORT BRANCH. a. Serves as principal department agency for matters pertaining to supply, facilities maintenance, material serviceability, and classroom support.

b. Coordinates with instructional divisions and makes recommendations on supply, support policies, and procedures.

- c. Maintains records required for accountability and prepares/monitors budget.
- d. Requisitions supplies and equipment for the department.
- e. Supervises prescribed load list (PLL) requisitioning.
- f. Supervises and coordinates maintenance of equipment, training aids, and facilities.
- g. Coordinates department Fire Prevention Program.
- h. Maintains equipment section of the department TDA.
- i. Maintains Self-Service Supply Center account.
- j. Obtains and distributes training aids and training aid support material.
- k. Responsible for supply accountability and serviceability.
- l. Prepares supply correspondence and reports of survey.
- m. Maintains inventory records and estimates stock requirements.
- n. Inspects and processes property submitted for repair or salvage.
- o. Maintains department supply records.
- p. Supervises the maintenance of buildings and grounds to include responsibility for the department self-help program.
- q. Requisitions, stores, and issues supplies and equipment for the department.
- r. Maintains/supervises maintenance records for department equipment other than that assigned to Maintenance Branch.
- s. Responsible for the storage and security of all small arms, ammunition, and sensitive items of the department.
- t. Performs organizational maintenance on small arms and sensitive items.
- u. Issues and receives small arms and sensitive items.
- v. Coordinates support maintenance of weapons and sensitive items assigned to the department.

w. Provides limited temporary storage and security for weapons and sensitive items not assigned to the department during special functions such as the Armor Conference.

x. Administers the department Resources Conservation Program.

25F-8. MAINTENANCE BRANCH. a. Performs organizational maintenance of tank turrets, turret trainers, and related equipment at Wilson Range, Garvin Range, Skidgel Hall, and ranges or training sites used by the department.

b. Coordinates support maintenance as required.

c. Maintains targets at Wilson Range.

d. Maintains buildings and grounds at Wilson Range.

e. Maintains maintenance records on assigned equipment.

f. Maintains parts on hand to support organizational maintenance of turrets and trainers.

g. Stores and maintains training equipment for use in training at Wilson Range.

h. Issues and receives supplies and equipment for use in training at Wilson Range.

i. Maintains inventory and accountability of training aids and equipment at Wilson Range.

25F-9. TRAINING DEVELOPMENT SUPPORT SECTION. a. Edits doctrinal, collective training, and individual training products for appropriateness, clarity of expression, audience appeal, grammatical construction, and continuity of thought.

b. Provides input on standards of effective presentation and readability for training products.

c. Researches, rewrites, rearranges, and adapts training materials to meet standards of effective presentation and readability.

d. Verifies references for doctrinal and training materials.

e. Coordinates content discrepancy with SMEs.

f. Prepares manuscripts for publication and verifies tables of contents, indexes, and other supplementary material.

- g. Designs and executes layouts for doctrinal and training material.
- h. Reviews doctrinal and training material to ensure graphics support text.
- i. Determines visual and graphic style of doctrinal and training material based on the purpose, use, and target of the product.
- j. Prepares rough drafts, pencils dummies of publications, and designs comprehensive dummies for use by illustrators for final preparation of camera ready mechanicals (CRMs).
- k. Performs quality control of CRMs to ensure compliance with policy, regulations, and doctrine before publication printing.

25F-10. CAVALRY WEAPONS DIVISION. a. Supervises subordinate branches in the conduct of resident instruction.

- b. Performs academic counseling of resident students.
- c. Coordinates and maintains liaison with other department elements as necessary, and with nondepartment agencies.
- d. Maintains appropriate records and files in support of instructional mission.
- e. Conducts resident instruction for assigned courses.
- f. Assists DOTD and Tank Gunnery Division in applying the SAT in the areas of design and development.
- g. Performs design of instructional programs for individual and unit training requirements.
- h. Provides SME, writes, reviews, and critiques doctrine, lessons, tests, and other training support material to include FM, TM, ARTEP, ADTLP, etc.
- i. Provides support to New Equipment Training Team (NETT), BTT, and Mobile Training Team (MIT), as directed.
- j. Conducts special training on cavalry weapons, as directed.
- k. Performs operator maintenance of training equipment assigned to the Weapons Department in support of Cavalry Weapons Division missions.
- l. Is the USAARMC proponent agent for M3 gunnery.

m. Routinely reviews and evaluates instructional presentations to ensure completeness and effectiveness.

n. Participates in the coordination and development of institutional literature, as required.

o. Assists in the coordination and development of training materials (i.e., lesson plans, advance sheets, and fact booklets).

p. Maintains vault files in support of instructional requirements.

q. Responsible for the initial qualification and sustainment training of instructors assigned to the Division.

r. Responsible to coordinate with the U.S. Army Infantry School for standardization of training on Cavalry Weapons for which the Infantry School is proponent.

s. Responsible for the buildings and grounds of Garvin Range, Finney Range, and Training Area 11.

t. Responsible for the operations, maintenance, and security of training equipment assigned to the division and stored in the Lab 6 storage area.

25F-11. M3 CONDUCT OF FIRE TRAINING (COFT) BRANCH. a. Conducts resident instruction in Bradley gunnery subjects for Cavalry soldiers; develops COFT training strategies; conducts instructor operator training courses; reviews COFT related literature; and assists in developing training literature/materials to ensure consistency of information disseminated in the training of newly assigned personnel.

b. Operates and manages the Bradley COFT facility and post-wide Bradley COFT training.

c. Coordinates with DOTD Training Devices, FM Trade, and COFT contractor for technical/SME requirements.

d. Develops doctrine for training and management of Bradley UCOFTs in FORSCOM units.

e. Answers Armor Force queries on standards and doctrine changes/improvements to Bradley UCOFTs in the field as well as at the School.

f. Assists the Anti-Armor Branch in the conduct of resident instruction on the Improved TOW Vehicle (ITV), the Cavalry Fighting Vehicle (CFV), TOW 2 and DRAGON, and associated training equipment.

g. Assists in the development of lesson materials, to include lesson plans, programmed tests, and fact booklets.



h. Assists in maintaining vault files in support of instructional requirements.

i. Provides personnel for NETT, BTT, and MIT support, as directed.

j. Ensures operator maintenance of training equipment is performed by students as a by-product of instruction or by assigned instructors.

k. Provides SME support.

l. Is the USAARMS proponent agent for M3 Gunnery training.

m. Provides current and projected training resource data to the Operations Branch for use on USAARMC Form 906 and the AIMS system.

25F-12. ANTI-ARMOR BRANCH. a. Conducts resident instruction on cavalry weapons, both individual and crew-served, including the M901A1 ITV, M47 Dragon, and M220E4 TOW 2, to include thermal sights and their associated training equipment.

b. Assists M3 COFT Branch in the presentation of resident instruction on the M3 COFT.

c. Assists in the development of lesson materials, to include lesson plans, programmed texts, and fact booklets.

d. Assists in maintaining vault files in support of instructional requirements.

e. Provides personnel for NETT, BTT, and MIT support.

f. Ensures operator maintenance of training equipment is performed by students as a by-product of instruction or by assigned instructors.

g. Provides SME support.

h. Is the USAARMC proponent agent for ITV gunnery training.

i. Is the USAARMS proponent agent for TOW training.

j. Provides current and projected training resource data to the Operations Branch for use on USAARMC Form 906 and the AIMS system.

25F-13. TANK GUNNERY DIVISION. a. Supervises subordinate branches in the conduct of resident instruction and in the formulation and preparation of tank gunnery doctrine and training literature.

b. Performs academic counseling of resident students.

c. Coordinates and maintains liaison with other department elements and with nondepartment agencies as required.

d. Maintains appropriate records and files in support of instructional missions.

e. Assists DOTD and the Cavalry Weapons Division in applying the SAT in the areas of design and development.

f. Serves as project manager for assigned projects and related actions including field coordination (messages, visits, presentations), internal department coordination (fact sheets, implementation assistance into course POI), and USAARMS/USAARMC coordination (liaison, decision papers, project/policy meetings).

g. Advises the director on standards and doctrine relating to Armor Force implementation of tank weapons systems combat training. Develops policy/position papers on same.

h. Maintains division/department records on validation/field feedback for gunnery/tactical tables evaluation. Coordinates staff/policy papers for combat systems training worldwide.

i. Represents division/department at working group meetings, technical panels, training sites, conferences, unit visits, and other agency visits (e.g. TRADOC, ATSC) both internal/external to the USAARMC community in conjunction with DOTD/DIAFR, for development of training plans, and procedures on assigned projects/programs.

j. Replies to Armor Force queries on standards and doctrine for weapons systems combat training (telephonic inquiries, general officer correspondence, unit requests for assistance).

k. Serves as principal agency and advisor to the director on matters pertaining to policy, regulations, and professional standards for the design and development of doctrine and training products, instructional media, educational technology, and on matters pertaining to resident instruction, the installation contract and Training Requirements Analysis System (TRAS).

l. Manages the training development processes for resident and nonresident training for which the Weapons Department is proponent while maintaining quality control to produce technically valid training support products and materials to ensure highly trained military personnel.

m. Provides technical advice and assistance to the director, division chiefs, and branch chiefs, with particular emphasis on curricula, instructional methods and materials, instructional systems, innovations and improvements in instructional technology, test and evaluation procedures, current training doctrine and literature, and training resource allocation and utilization.

n. Assists all levels of management and SMEs in the integration and application of the systems approach to training (SAT) in the analysis design, development, and evaluation of training.

o. Supervises and appraises the training development products and training support materials for which the department is proponent, to include plans, drafts, and final products; as the department quality control office is responsible for relevance, validity, and quality.

p. Conducts continuing review, analysis, and evaluation studies of the assigned training function and recommends improvements to increase training effectiveness in accordance with new or revised requirements. Manages, coordinates, and acts on matters concerning resident and nonresident training and training development processes for which the department is proponent.

q. Directs the review and analysis, design, and development of all POI used by the department.

r. Directs the design and development of new training test support packages (TTSP) and training support packages (TSP) to support testing and fielding of new equipment for individual and unit training.

s. Directs the review and analysis of the Individual Collective Training Proposed Plans (ICTPP), Individual Training Proposed Plans (ITPP), and Individual Training Tasks (ITT) for which the department is the proponent.

t. Provides technical guidance and assistance to course developers.

u. Determines if instructional objectives can be met and ensures that the new or revised instruction can be implemented within available resources and that future resource planning is adequate to meet future training requirements.

v. Conducts continuing quality assurance checks during and throughout the developmental process to ensure adherence to established guidelines and regulations.

w. Conducts department internal evaluation of training to determine adequacy of doctrine, techniques, training materials, training aids, and instructor competency.

x. Coordinates with the Directorate of Total Armor Force Readiness (DTAFR) on internal and external evaluations, Training Effectiveness Analysis (TEA), and Cost Training Effectiveness Analysis (CTEA) studies and initiates the necessary action on the results.

y. Manages, coordinates, and directs the review and development of training support materials for which the department is proponent.

(1) Provides technical guidance and assistance to training developers.

(2) Uses field reports as test analysis tools and initiates actions to appropriately modify future iterations.

(3) Advises training developers in the proper interpretations and use of information contained in summary documents.

(4) Conducts continuous review of department proponent ADTLP to ensure adherence to established guidelines and regulations and technical validity of the products to train soldiers in the field.

z. Directs the review, development, and evaluation of a wide variety of Extension Training Materials (ETM), i.e., Army Correspondence Courses (ACCP), Training Extension Courses (TEC), Skill Performance Aids (SPAs), Educational Television (ETV), DA Audiovisual Production Program (DAAPP), and training lesson and examination materials for nonresident courses.

aa. Directs the review and development of a wide variety of Army-wide Doctrine and Training Literature Programs (ADTLP), i.e., FM, FC, ARTEP, and TC.

bb. Conducts review of all department instructional materials; i.e., practical exercises, handouts, workbooks, lesson plans, instructor guides, and handbooks.

(1) Provides technical guidance and assistance to technical writers SMEs, and contractors.

(2) Conducts quality assurance checks during and throughout the developmental processes to produce technically valid teaching materials; determines whether course objective can be met and whether costs are reasonable.

cc. Serves as a POC with DOTD and other agencies for all training development products.

dd. Maintains training development contract records and supervises internal suspense dates to meet DOTD and other external suspenses and taskings.

ee. Manages the department training evaluation program.

ff. Coordinates development of long range product/project needs assessment.

gg. Coordinates development and input on course administrative data (CAD).

hh. Reviews scope/objective statements in the Department POIs for consistency with lesson plans.

ii. Reviews and coordinates input on instruction contact hour (ICH) requirements.

jj. Reviews, coordinates, and monitors compliance with installation contract procedures.

kk. Provides education review and assists in the development of lesson plans, advance sheets, and test instruments.

mm. Maintains audit trail and coordinates training outline plan on the design, development, and validation of doctrinal, collective training, and individual training products and programs.

nn. Attends meetings or conferences which relate to the SAT for institutional and extension training.

oo. Coordinates technical aspects of DA training and doctrinal literature production with other departments and directorates.

pp. Serves as primary POC within the department for any computer based education efforts, including computer managed instruction (MCI) and computer assisted instruction (CAI).

qq. Oversees the updating of instruction based on feedback from users and DTAFR, and participates in Branch Training Team (BTT) visits as directed.

rr. Represents director at boardings and formal rehearsals of instruction as directed.

25F-14. TANK GUNNERY TRAINING BRANCH. a. Conducts resident instruction for Armor Officer Advanced Course (AOAC) and Armor Officer Basic (AOB) Course students in the operation, as well as the employment of the armament and control instruments in the operation, as well as the employment of the armament and control instruments of the M60A1, M60A3, M1, and M1A1 battle tanks; teaches description and employment of ammunition, tank gun capabilities management of tank gunnery programs to include specific gunnery techniques, practical exercises in the operation and functioning of turret mounted weapons, subcaliber firing, service firing (day and night), conduct of fire, target acquisition, armor fighting vehicle identification, range determination, as well as other programs related to tank gunnery training and management. Conducts small group instruction for AOB and AOAC students in the operations of the armament and fire control instruments of the M60A1, M60A3, M1, and M1A1 battle tanks; instructs on turret familiarization, AC&E mechanical training of the M68 main gun; assemble, disassemble, loading and function check of the M240, M2, and M85 machine guns; conduct of fire; subcaliber firing, and service firing day.

b. Conducts practical application in the preparation for firing of crew and platoon target acquisition.

c. Develops and maintains vault files in support of instructional requirements.

d. Ensures operator maintenance of training equipment is performed by students as a by-product of instruction, or by assigned instructors.

e. Conducts practical application and testing in the form of a Tank Crew Gunnery Skills Test (TOGST) all instruction relating to tank gunnery training.

f. Ensures students perform all "Prepare to Fire Checks" before firing and all stations (tank commander, loader, gunner, driver) are placed into operation properly.

g. Provides specific gunnery techniques during Tank Tactical Tables and on all gunnery ranges.

h. Provides SME support of combat and training development activities.

i. Provides current and projected training resource data to the Operations Branch for use on USAARMC Form 906 and the AIMS system.

j. Conducts resident instruction in tank gunnery subjects for Armor soldiers; develops COFT training strategies; conducts instructor operator training courses; reviews COFT related literature; and assists in developing training literature/materials to ensure consistency of information disseminated in the training of newly assigned personnel.

k. Operates and manages the COFT facility and post-wide COFT training.

l. Coordination with DOTD Training Devices, PM Trade, and the COFT contractor for technical/SME requirements.

m. Development of doctrine for training and management of UCOFT FORSCOM units.

n. Replies to Armor Force queries on standards and doctrine changes/improvements to the UCOFTs in the field as well as at the school.

25F-15. MASTER GUNNER BRANCH. a. Conducts resident instruction for Master Gunner and Advanced Noncommissioned Officer Course (ANCOC) students on the M60A1, M60A3, M1, and M1A1 main battle tanks; tank gunnery training techniques; and other programs related to tank gunnery training.

b. Provides weapons systems instruction for the PCC course, VIP briefings, and attendance at conferences/meetings representing USAARMC for gunnery programs.

c. Provides technical advice and assistance to the division chief with particular emphasis on instructional materials and current training doctrine and literature.

d. Assists all levels of management and SMEs in the integration and application of SAT in the design, development, and evaluation of training.

e. Develops, reviews, and coordinates tank weapons systems combat training doctrine and standards for the Armor Force.

f. Represents the user in the development of weapons systems, training devices, ranges, and related subsystems in briefings, conferences, and tests.

g. Replies to Armor Force queries on standards and doctrine for weapon systems combat training (general officer correspondence, unit requests for assistance, etc.) as department/division source branch.

h. Provides SME support to combat and training development activities.

i. Provides personnel for external assistance teams.

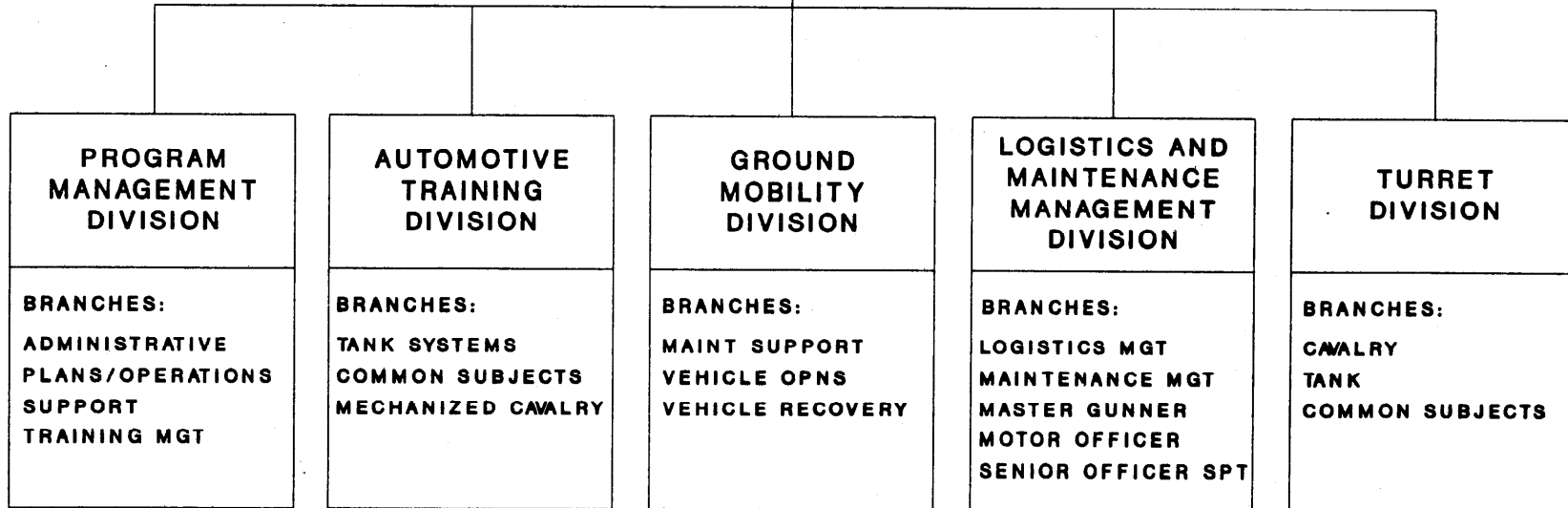
j. Provides current and projected training resource data to Operations Branch for use on USAARMC Form 906 and the AIMS system.

25F-16. GUNNERY TRAINING AND DOCTRINE BRANCH. a. Develops, reviews, and coordinates tank weapon system combat training doctrine and standards (crew through company) for the Armor Force.

b. Produces combat training materials, gathers SME, writes doctrine/procedures, packages products (FM, TC, etc.) and disseminates them.

c. Presents resident instruction for the Armor Pre-Command Course (PCC).

# MAINTENANCE DEPARTMENT



25G-1

USARMC Reg 10-1 (20 Mar 92)



## CHAPTER 25G

### MAINTENANCE DEPARTMENT

#### Section I. RESPONSIBILITIES

25G-1. Advises the Commandant and Assistant Commandant on maintenance and related matters; trains officers and noncommissioned officers in logistics, maintenance, and maintenance management; trains junior enlisted soldiers to be track vehicle automotive and tank turret mechanics; develops instructional material; and assists other USAARMC agencies in the development, test, and evaluation of maintenance-related concepts, doctrine, publications, and training devices.

#### Section II. FUNCTIONS

25G-2. DIRECTOR. a. Plans, directs, coordinates, and supervises activities of the department.

b. Advises the Commandant, Assistant Commandant, directorate staff, and other training activities on matters pertaining to the department.

c. Serves as course manager for track vehicle and tank turret mechanic courses, Junior Officer Maintenance Course, Senior Officer Logistics Management Course, and CMF 63 Basic Noncommissioned Officer Course.

d. Serves as a member of the USAARMC Training Requirement Analysis System Council.

e. Reviews student counseling records and provides academic counseling as needed.

f. Takes necessary action to ensure that rationalization, standardization, and interoperability (RSI) implications are considered in the development of concepts, doctrine, requirements, studies, logistics, and force structure. Participates in RSI meetings as required.

25G-3. PROGRAM MANAGEMENT DIVISION. a. Serves as the principal department agency for all training coordination, scheduling, department administration, programming and planning, supply management, resourcing, and department maintenance.

b. Develops budget, resource programming, table of distribution and allowances (TDA) development, force modernization planning, and mobilization planning.

c. Supervises the Operations/Plans Branch, Administrative Branch, Support Branch, and the Training Management Branch.

25G-4. ADMINISTRATIVE BRANCH. a. Provides administrative and office services support for the department to include the safeguard and maintenance of classified materials.

- b. Operates department message center.
- c. Prepares and processes civilian personnel action requests and Time and Attendance Reports.
- d. Reports on projects, tests, and routine recurring reports.
- e. Prepares reports and processes departmental correspondence.
- f. Serves as Safety Manager for the department.
- g. Maintains department personnel section of the TDA.
- h. Administers internal departmental administrative training.
- i. Serves as control office for officer/enlisted evaluation reports and recommendations for awards.
- j. Automation staff officer for the department.
- k. Performs orientation briefings for the department.
- l. Performs in/outprocessing of personnel assigned to the department.
- m. Serves as department internal management control point of contact (POC)/coordinator.
- n. Serves as department security officer (physical, personnel, and information).

25G-5. OPERATIONS/PLANS BRANCH. a. Serves as principal department agency for coordination of policies and procedures.

- b. Coordinates with instructional divisions and makes recommendations on operational policies and procedures.
- c. Processes requests for and coordinates the use of training aids and other instructional materials.
- d. Maintains department schedule of classes, rehearsals, and boardings.
- e. Prepares requests for and coordinates the use of training aids and other instructional materials.

f. Coordinates department subject matter expert (SME) participation in the School Branch Training Team (BTT) Unit Visitation Program.

g. Coordinates tours of department facilities.

h. Acts as the principal interface with the Directorate of Combat Developments (DCD).

i. Provides operations security management for the department.

25G-6. SUPPORT BRANCH. a. Serves as principal department agency on matters pertaining to supply and maintenance.

b. Supervises operation of the Supply Section.

c. Maintains records required for accountability and prepares/manages budget.

25G-7. TRAINING MANAGEMENT BRANCH. a. Serves as the principal agency for the coordination of training products and support material, instructional quality control, methods and media evaluation, and professional educational technology.

b. Acts as the principal staff coordinator with the DOTD and DTAFR.

c. Serves as primary (POC) within the department for any computer-based education efforts, including computer managed instruction (CMI) and computer-assisted instruction (CAI).

d. Supervises the operation of the Training Product/Instructional Quality Control Section, and the End-of-Course Test Section.

e. Manages installation contract product development as pertains to the Maintenance Department.

f. Serves as the principal department agency in reviewing, coordinating, and writing of doctrine, lessons, tests, and other training support material to include FM, FC, SDT, ACCP, and TEC, as it pertains to maintenance. Provides quality control of all department instruction.

g. Updates instruction based on feedback from users and DTAFR, as directed.

h. Routinely reviews instructional material for completeness and technical accuracy.

i. Provides staff quality control review of design and development for individual and unit training for resident and extension courses of instruction IAW TRADOC Reg 350-7.

j. Conducts comprehensive end-of-course testing for initial entry and basic noncommissioned officer course; i.e., MOS 63 E/N/T and 45 E/N/T; compiles and analyzes quarterly performance data reports, and provides statistical data to the department.

25G-8. AUTOMOTIVE TRAINING DIVISION. a. Serves as principal assistant to the director for instruction and other matters pertaining to track and wheeled vehicles and the performance of unit level maintenance.

b. Supervises the operations and instruction of the Common Subjects Branch, Mechanized/Cavalry Branch, and Tank Systems Branch.

c. Monitors division instruction.

d. Maintains vault files.

e. Presents orientation briefings.

f. Develops instructional material.

g. Performs academic counseling.

25G-9. TANK SYSTEMS BRANCH. a. Teaches unit level maintenance of the M1/M1A1 tank, M113A2/A3, M35A2, M998, and M88A1 vehicles for MOS 63E10 and 63N10, and resident BNCOC instruction on the M1 hull for 63E30 and M60A3 hull for 63N30.

b. Teaches course introduction, Army publications, DA Forms and Records, maintenance discipline, shop safety, and basic hydraulics.

c. Provides SME support.

d. Develops instructional material.

e. Performs academic counseling.

25G-10. COMMON SUBJECTS BRANCH. a. Teaches unit level troubleshooting on the M1, M60A3, M998, and M88A1 power plant for MOS 63E/N/T10.

b. Teaches the use and maintenance of assigned tools; battery maintenance, wire repair, basic electricity, VIM connections and checkout (STE/ICE), and engine principles.

c. Provides SME support.

d. Develops instructional material including conditions and standards.

- e. Performs academic counseling.

25G-11. MECHANIZED/CAVALRY BRANCH. a. Permanent hull maintenance training for 63T30 on M3 bfv, M113A2/A3, M35A2, M998 and M88A1.

- b. Provides SME support.
- c. Develops instructional material.
- d. Performs academic counseling.

25G-12. GROUND MOBILITY DIVISION. a. Serves as principal assistant to the director for instruction and other matters pertaining to the recovery, operation, and maintenance of track and wheeled vehicles.

b. Supervises the operation and instruction procedures of the Vehicle Operations Branch and Vehicle Recovery Branch.

- c. Monitors division instruction.
- d. Maintains vault files.
- e. Presents orientations and briefings.
- f. Manages the instructor clearance program.
- g. Develops instructional material and Army-wide training literature.
- h. Performs academic counseling.

25G-13. MAINTENANCE SUPPORT BRANCH. a. Serves as the principal department agency pertaining to organizational maintenance.

- b. Supervises and coordinates PLL requisitioning.
- c. Supervises and coordinates maintenance of equipment and training aids.
- d. Maintains equipment record folders and dispatch of Ground Mobility Division vehicles.
- e. Operates the department organizational maintenance function.
- f. AOAP monitor for the department.
- g. Coordinates all DS/GS maintenance.
- h. Supervises and coordinates RX parts and components.

25G-14. VEHICLE OPERATIONS BRANCH. a. Teaches the operation, maintenance, and/or hydraulic troubleshooting of combat and combat service support vehicles.

b. Teaches vehicle characteristics, performance of preventive maintenance checks and operator maintenance services (PMCS), and driving procedures on the M1, M3, M48A5(AVLB), M60A3, M88A1, M113, M543/816, M578, M728(CEV), and M998 series vehicles to CMF 63 AIT/ASI-HB/BNCOC and Armor Officer Basic Course students.

c. Provides input to division vault files.

d. Provides SME support.

e. Proponent for FM 21-17, Driver Selection, Training, and Supervision.

f. Performs academic counseling to officer, noncommissioned officers, and enlisted students.

25G-15. VEHICLE RECOVERY BRANCH. a. Conducts resident instruction on vehicle characteristics, Battle Damage Assessment and Repair (BDAR), Preventative Maintenance Checks and Services (PMCS), and vehicle driving on the M1, M60A3 tanks, M113A2 APC, M816, M578, and M88A1 recovery vehicles to CMF 63E/N/T, ASI-H8, BNCOC, and Armor Officer Basic (AOB) students.

b. Teaches Battle Damage Assessment and Repair (BDAR) and oxyacetylene cutting to ASI-H8 and Junior Officer Maintenance Course (JOMC) students.

c. Teaches recovery fundamentals, maintenance operations, and vehicle recovery on combat, and combat-support vehicles.

d. Provides input to division vault files.

e. Provides academic counseling to officer and enlisted students.

25G-16. LOGISTICS AND MAINTENANCE MANAGEMENT DIVISION. a. Serves as the principal assistant to the Department Director for all instruction and matters pertaining to command, staff, and management aspects of supply maintenance and combat service support at the unit level. Responsibilities include direction and supervision of five instructional branches in the conduct of training for U.S. and foreign NCOs and officers (Lieutenant through General) and civilians. Coordinates and instructs the Senior Officer Logistics Management Course (SOLMC) and the Junior Officer Maintenance Course (JOMC). Serves as the course proponent for supply, maintenance, and combat service support instruction presented to General Officer Pre-Assignment Update (GOPU), Pre-Command Course (PCC), AOAC, ANCOG, AOB, Master Gunner, Separate Armor

Brigade Refresher Course and tank crewman courses. The division also teaches supply maintenance management and technical subjects to the 63CMF students at Fort Knox and participates in the BNOC Shared Training Program with GMD.

b. Department action agency and POC for Armored Force Organizations, maintenance training, doctrine, organizations, and material. Maintains contact with Unit Maintenance Training Division (Ordnance Center), Directorate of Combat Developments, Directorate of Total Armor Force Readiness, Command and Staff Department, and other agencies to ensure Department's positions are considered.

c. Supervises the operation of the Senior Officer Support, Logistics Management Branch, Motor Officer Branch, Maintenance Management Branch, and Master Gunner Branch.

d. Maintains liaison with staff elements of Department of the Army, Army Materiel Command (AMC), and its subordinate activities to update training materials and information.

e. Develops instructional material.

f. Provides administrative support to the instructional branches and maintains vault files.

g. Monitors division instruction.

h. Presents orientation briefings.

25G-17. LOGISTICS MANAGEMENT BRANCH. a. Teaches management aspects to commanders and staff personnel on maintenance and supply techniques used to improve logistics and materiel readiness, the Army Maintenance Management System, maintenance evaluation, command responsibilities, inspection procedures, maintenance forms, records, reports, publications, parts, and supply procedures, and materiel and unit readiness reporting procedures.

b. Presents instruction related to inspection of equipment that is the responsibility of AMC commodity commands and U.S. Army Health Services Command.

c. Teaches preventive maintenance indicator inspection techniques applicable to U.S. Army materiel; i.e., aviation, communication, missile, power generation, armament, troop support, medical, and tank-automotive command.

d. Provides the students a forum to discuss maintenance trends and concepts.

e. Provides instruction for the SOLMC and POC. Assists in the conduct of the GOU.

- f. Serves as the cadre manager for the SOLMC.
- g. Responsible for the medical instruction presented to the AOAC.
- h. Provides SME support.
- i. Develops instructional material.
- j. Maintains vault files of instructional requirements.
- k. Provides coordination and POC for GOPU.

25G-18. MAINTENANCE MANAGEMENT BRANCH. a. Instructs U.S. and foreign officers/NCOs on unit maintenance management, logistics procedures, medical operations, and operator/crew maintenance of wheel and track vehicles; presents instruction to Separate Armor Brigade Refresher course, AOAC, AOAC-RC, AOB, AOB-RC, JOMC, ANCOC, PCC, and SOLMC students.

- b. Provides SME support.
- c. Develops instructional material, including task, conditions, and standards.
- d. Performs academic counseling.
- e. Develops lesson material to support ACCP.
- f. Reviews/revises assigned ACCPs.
- g. Develops TEC lessons.
- h. Maintains records and reports required by DA Pamphlet 738-750.
- i. Develops exportable training material concerning maintenance, logistics, and Combat Service Support operations.
- j. Maintains assigned equipment as required.
- k. Maintains assigned SME files.
- l. Maintains vault files.

25G-19. MASTER GUNNER BRANCH. a. Conducts resident turret maintenance instruction for master gunners on the M60A1/M60A3 and M1/M1A1 tanks.

- b. Maintains vault files in support of instructional requirements.
- c. Provides personnel for MIT instructional support.



- d. Ensures operator maintenance of training equipment is performed by students during instruction or by assigned instructors.
- e. Provides SME support.
- f. Maintains assigned SME files.
- g. Develops instructional material, including tasks, conditions, and standards.
- h. Performs academic counseling.
- i. Maintains records and reports required by DA Pamphlet 738-750.

25G-20. MOTOR OFFICER BRANCH. a. Responsible for teaching the JOMC students. Instructs U.S. and foreign officers on unit maintenance management and logistical procedures, to include maintenance of battalion-level maintenance operations and hands-on instruction.

- b. Provides SME support.
- c. Maintains assigned SME files.
- d. Develops instructional material, including tasks, conditions, and standards.
- e. Develops lesson material to support ACCP.
- f. Performs academic counseling.
- g. Maintains vault files in support of instructional requirements.
- h. Develops TEC lessons.
- i. Reviews/revises assigned ACCPs.
- j. Maintains assigned equipment as required.
- k. Maintains records and reports required by DA Pamphlet 738-750.

25G-21. SENIOR OFFICER SUPPORT BRANCH. a. Maintains training literature support of Logistics Management Branch instruction.

- b. Provides classroom support and coordination of approved programs of instruction.

c. Coordinates logistical and administrative support of students attending the GPU, PCC, and SOIMC.

d. Provides logistical and administrative support to all elements of L&MM Division.

25G-22. TURRET DIVISION. a. Serves as principal assistant to the Director for matters pertaining to unit level maintenance of turrets.

b. Supervises subordinate branches in the conduct of AIT for MOS 45T10, 45N10, and 45E10, and resident skill level unit level turret maintenance training for CMF 63.

c. Maintains training files and records.

d. Develops instructional material, including tasks, conditions, and standards.

e. Performs academic counseling.

25G-23. CAVALRY BRANCH. a. Conducts resident AIT instruction on the Cavalry Fighting Vehicle (CFV), Improved Tow Vehicle (ITV), and resident BNCOC instruction of the CFV and ITV (MOS 63T30).

b. Responsible for maintenance and accountability of training aids and equipment.

c. Maintains vault files and appropriate historical records.

d. Provides SME support.

e. Develops instructional material.

f. Performs academic counseling.

25G-24. TANK BRANCH. a. Conducts resident AIT turret instruction on the M1 Abrams Tank Turret systems, MOS 45E10, and resident BNCOC instruction on the M1 Abrams Tank Turret system, MOS 63E30.

b. Conducts resident AIT instruction on the M60A3 turret system (MOS 45N), and resident BNCOC instruction on the M60A3 turret system (MOS 63N30).

c. Responsible for maintenance and accountability of training aids and equipment.

d. Maintains vault files and appropriate historical records.

e. Provides SME support.

f. Develops instructional material.

g. Performs academic counseling.

25G-25. COMMON SUBJECTS BRANCH. a. Teaches introductory lessons to the 45E/N/T10 turret courses, Course Introduction, Gunners' Quadrant, Shop Safety, Basic Hydraulics, Basic Electricity, Electrical Terms, Symbols and Diagrams, Use of Multimeter, Technical Publications and DA Forms, Care and Use of Hand Tools, and Machinegun Training.

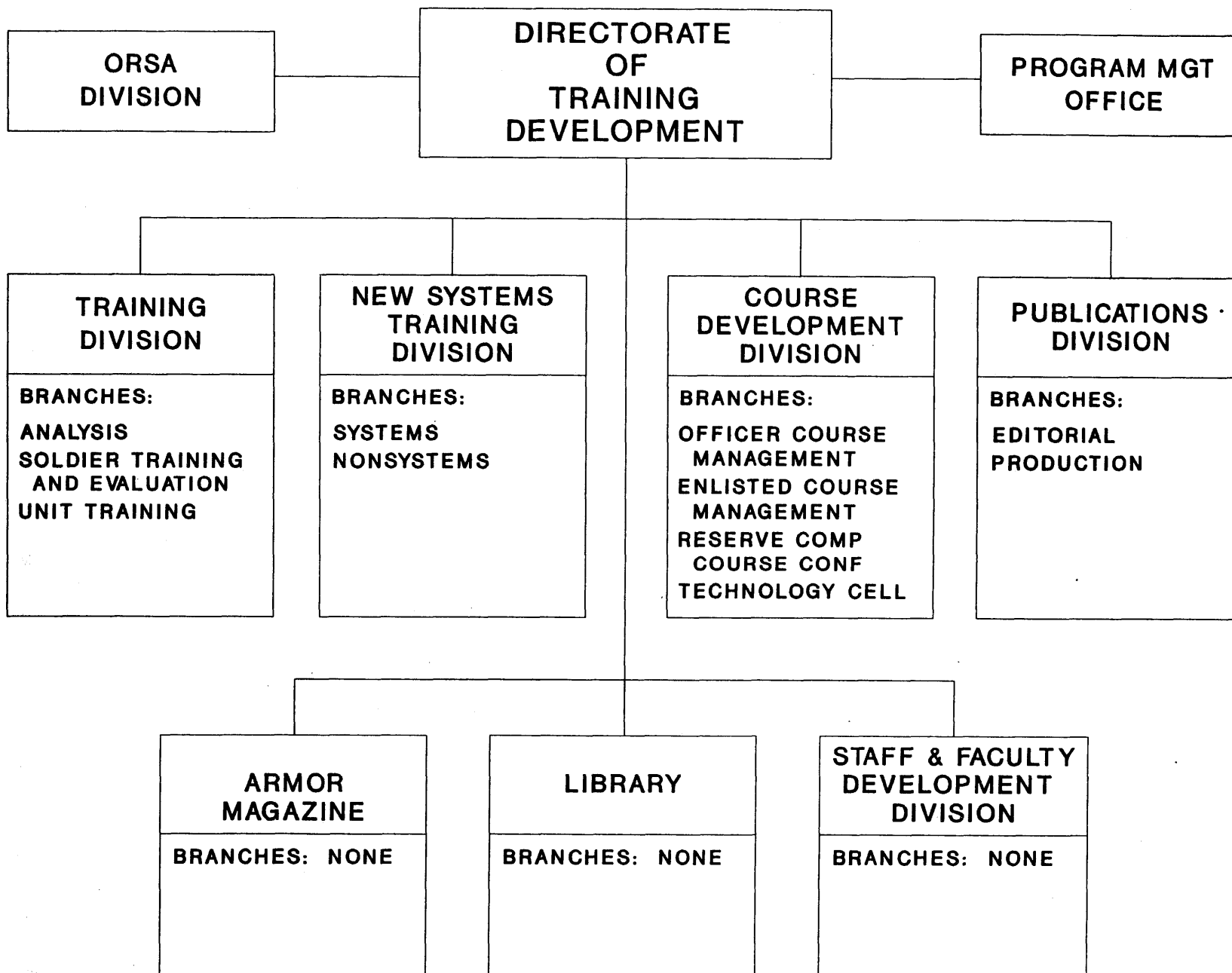
b. Responsible for maintenance and accountability of training aids and equipment.

c. Maintains vault files and historical records.

d. Provides SME support.

e. Develops instructional material.

f. Performs academic counseling.



25H-1

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## CHAPTER 25H

### DIRECTORATE OF TRAINING DEVELOPMENT (DOTD)

#### Section I. RESPONSIBILITIES

25H-1. Serves as the program manager and principal advisor to the Commandant and Assistant Commandant for resident and nonresident training development for which the USAARMS is proponent. Serves as manager for all developmental aspects of training and doctrine.

#### Section II. FUNCTIONS

25H-2. DIRECTOR. a. Serves as program manager and principal advisor to the Commandant/Assistant Commandant for the administration of resident and nonresident training development for which the USAARMS is proponent and for the conduct of the training portion of the organizational assessment.

b. Coordinates maintenance and use of directorate facilities and equipment with the appropriate support activity.

c. Performs job analysis. Performs specialty code (SC)/military occupational speciality (MOS) analysis. Provides selected tasks to training departments from which the design and development of training products will be performed.

d. Tasks and coordinates with the training departments for individual task analysis for Armor proponent enlisted MOS and officer SC and the design and development of instructional programs for individuals and units.

e. Serves as program manager for actions encompassing the training development process for which the USAARMS is proponent in the areas of front-end analysis, design, and development of the Systems Approach to Training (SAT), TRADOC Regulation 350-7.

f. Performs training product management.

g. Serves as the tasking agent for writing, review, and critique of doctrine, lessons, tests, and other training support material, to include field manuals (FM), drills, audiovisuals, self development testing (SDT), Army Training Evaluation Program (ARTEP), etc.

h. Serves as the principal advisor to the Assistant Commandant on training development mobilization planning.

i. Provides expertise for the routine review and evaluation of resident and nonresident training materials to ensure timeliness and adherence to approved doctrine.

j. Manages quality control of contractor-developed individual and collective training material to include training devices and products for resident and nonresident training.

k. Acts as point of contact (POC) with DCST, HQ TRADOC, and USACATA on all actions pertaining to the SAT, ARTEP, drills, etc.

l. Determines the requirements for Training Effectiveness Analysis (TEA) and conducts DTEA in-house, contractually, or with TRADOC Analysis Center-White Sands Missile Range (TRAC-WSMR) support.

m. Participates in School Branch Training Team (BITT) Unit Visitation Program.

n. Provides cost and operational effectiveness analysis (COEA) input to Directorate of Combat Developments (DCD) and coordinates other matters of mutual concern.

o. Conducts analysis and special studies to support proponent ground systems training development.

p. Coordinates training development analytical activities and support with test and research organizations assigned to TRADOC, Forces Command (FORSCOM), Department of the Army (DA), or under Government contract to include the Five-Year Test Plan (FYTP) and New Equipment Training (NET) Plans.

q. Provides continuous coordination with DCD and input as required for table(s) of distribution and allowances (TDA) and table(s) of organization and equipment/modification table of organization and equipment (TOE/MTOE) training requirements, qualitative and quantitative personnel requirements information (QQPRI), operational testing (OP), developmental testing (DT), and COEA.

r. Coordinates all information systems for the directorate and provides computer support with microcomputer system for selected projects.

s. Reviews and comments on correspondence, studies, and other documents generated within the USAARMS that impact on ground proponent weapons systems training effectiveness.

t. Acts as the USAARMC proponent office for Training Effectiveness Analysis (TEA).

u. Monitors, advises, and participates in actual conduct of training-related tests, studies, and data reductions. Prepares independent evaluation reports and plans as required.

v. Serves as USAARMS action agent for the Armor/Cavalry Battalion Level Training Model (BLTM).

w. Maintains operational control of the Educational Television Branch, Training Support Center, G-3/Directorate of Plans, Training, and Mobilization.

25H-3. PROGRAM MANAGEMENT OFFICE. a. Serves as the principal advisor and administrator for the Deputy Director and Director on all matters pertaining to training development and directorate operating programs.

b. Serves as program manager for the DOTD; includes responsibility for program, project, and action quality control.

c. Serves as program manager and point of contact for status of assigned projects and operating programs (manpower, financial, logistical, administration).

d. Manages necessary and effective interface with other USAARMS and USAARMC agencies to include DCD, training departments, Directorate of Total Armor Force Readiness (DTAFR), Directorate of Resource Management (DRM), and G-3/Directorate of Plans, Training and Mobilization (G-3/DPIM) for computer-managed instruction (CMI), doctrinal and training literature, audiovisual material, and other operating programs.

e. Ensures coordination of projects, projected workloads, and programs with HQ TRADOC, TRADOC integrating centers, other service schools, and other agencies.

f. Prepares reports for the directorate to include program status, manpower, budget, and other management reports.

g. Responsible for directorate Internal Control Systems and Internal Review Program.

h. Coordinates preparation and submission of directorate input to training developments resource programs to include Modernization Resource Information Submission (MRIS), TRADOC Review of Manpower (TRM), Army Extension Training Information System (AETIS), and TRADOC Program Analysis and Resource Review (PARR).

i. Prepares and/or coordinates preparation and submission of directorate budget reports.

j. Conducts review and analysis of DOTD activities using data recorded in the TMICS and AETIS.

k. Compiles, monitors, and evaluates directorate input to automated reporting systems.

1. Prepares and manages the training development portions of the Installation Contract.

m. Exercises responsibility for Army-Wide Doctrinal and Training Literature Program (ADTLP). Determines ADTLP requirements for assigned categories of publications, and manages program accomplishment.

n. Maintains master file of proponent publications.

o. Reviews, staffs, and coordinates requirements for publications.

p. Responsible for manpower resource management for the directorate and for USAARMS training development account.

q. Responsible for directorate administrative functions to include personnel actions, energy conservation, safety, security, and standing operating procedures (SOP).

r. Coordinates USAARMS review of training support media prepared by other schools and training activities.

s. Processes all correspondence for the directorate to include maintaining correspondence log and managing internal office distribution.

t. Maintains special controls for General Officer correspondence and requests.

u. Exercises responsibility for DOTD supply function to include maintaining directorate property book, hand receipts, Self-Service Supply Center accounts, issues, requests, turn-ins, and maintenance of directorate property.

v. Exercises responsibility for directorate forms management.

w. Exercises responsibility for directorate publications account.

25H-4. ORSA DIVISION. a. Provides cost and operational effectiveness analysis (COEA) input to the Directorate of Combat Developments (DCD) and coordinates other matters of mutual concern.

b. Serves as the USAARMC proponent office for Training Effectiveness Analysis (TEA).

c. Serves as the USAARMC proponent for the Armor Battalion Level Training Model.



d. Monitors, advises, and participates in actual conduct of training related tests, studies, and data reductions. Prepares independent evaluation reports and plans as required.

e. Conducts analysis and special studies to support ground proponent systems and nonsystems development to include Training Development Studies (TDS), Abbreviated Analysis (AA), and Trade Off Analysis (TOA).

f. Reviews and comments on correspondence, studies, and other documents generated within the USAARMS that impact on ground proponent weapons systems training effectiveness.

25H-5. NEW SYSTEMS TRAINING DIVISION. a. Formulates training strategies for new and displaced systems that impact on the Armor force, including training devices/simulator/simulation (DSS).

b. Interfaces with the DCD, training departments/brigades, G3/DPTM, DTAFR, TSM, and DOTD divisions to ensure timely and complete training requirement inputs for emerging and displaced systems.

c. Ensures training subsystem development is accomplished for all new Armor-proponent combat systems.

d. Coordinates with other schools, integrating centers, materiel developers, and MACOMs concerning budgetary and personnel considerations as they relate to training and training support materials.

e. Attends meetings on and provides input for training test support packages, independent evaluation plans, tests, Qualitative and Quantitative Personnel Requirements Information (QQPRI), integrated logistics support plans, TOE/TDA changes, and Manpower Requirement Criteria (MARC) for new combat systems.

f. Prepares training input for new combat system BOIP, Required Operational Capability (ROC) documents, and Operational and Organizational Plans.

g. Manages training developer review of contractor developed logistical support analysis records, technical manuals, programs of instruction, and other training products affecting armor MOS or officer specialties.

h. Reviews evaluation data from all sources.

i. Serves as installation point of contact for actions pertaining to I&KPT and NET plans.

j. Provides input to training issues raised during System Operational Readiness Reviews (SORR).

k. Coordinates with USAARMS/USAARMC agencies to develop System Training Plans (STRAP) for emerging and displaced systems, including training devices. Review STRAPs from other proponent schools and provides input as required.

l. Reviews Materiel Change (MC) proposals and System Integration Plans for training impact and initiates training strategies as appropriate, including device/simulator changes.

m. Assists in the preparation of and attends joint work groups for early comparability analysis, HARDMAN IPRs, and manpower and personnel integration (MANPRINT) analyses for new or product improved combat systems and provides input to System MANPRINT Management Plans.

n. Provides input to Army Modernization Information Memorandum (AMIM) on proponent systems.

o. Coordinates with other USAARMS and USAARMC agencies to include DSEC, training departments/brigades, DTAFR, DRM, and G-3/DPIM for development of Individual Training Plans (ITP). Prepares and/or coordinates preparation of ITP documents for submission to TRADOC for each Armor proponent MOS and officer specialty.

p. Participates in the identification and verification of systems and nonsystems training device/simulator needs emerging from battlefield deficiencies; user training and/or resource constraints; doctrinal and organizational changes; new materiel system required operational capabilities; development of training courses and programs; and availability of new technologies.

q. Serves as the combat/training developer for Life Cycle Management of all proponent Armor system and nonsystem training device/simulator and embedded training development/acquisition programs.

r. Provides advice and information on training devices/simulators to the Director, Assistant Commandant, and Commanding General.

s. Shares proponent management responsibilities with co-proponent for those training device requirements with more than single proponent usage.

t. Serves as USAARMS POC for all training device, simulator, and simulation developmental actions.

u. Performs all required coordination with other offices/agencies involved in the training device materiel acquisition processes.

v. Prepares and staffs appropriate systems and nonsystems training device/simulator requirements documents to support verified needs.

Coordinates with DCD on preparation of documentation for new systems training devices/embedded training.

w. Prepares training device/simulator System MANPRINT Management Plans (SMMP) and Manpower, Personnel, and Training (MPT) assessments.

x. Prepares training device/simulator Basis of Issue Plans (BOIP) documentation and provides input to QOPRI in coordination with DCD.

y. Prepares critical issues and criteria (CIC), independent evaluation plans and reports (IEP/IER) for training devices/simulators. Provides required inputs to Outline Test Plans (OTP) and test support package requirements in coordination with DCD.

z. Coordinates with test agencies, through DCD, in development, execution, and evaluation of training devices/simulator tests. Monitors critical test segments.

aa. Attends/hosts meetings, IPRs, and joint working groups with appropriate agencies and contractors during the materiel acquisition process for training devices/simulators and embedded training subsystems.

bb. Coordinates input of subject matter expertise and review of technical/training documentation during training device/simulator/embedded training development/acquisition.

cc. Provides educational review of and participates in/monitors the validation of contractor-developed training device/simulator/embedded training exercises and programs of instruction.

dd. Manages/coordinates development by training departments of training device/simulator/embedded training training support materials, e.g. training device micro strategies and training test support packages.

ee. Provides input on conduct of system CTEA and TDS for training devices.

ff. Prepares USAARMC position on actions affecting proponent nonsystems and systems training devices/simulators.

gg. Maintains knowledge and provides information on contemporary and developmental training devices/simulators and industrial "state of the art."

hh. Develops priorities of training devices for nonsystem funding in conjunction with the Mission Area Materiel Plan process, based on the Battlefield Development Plan (BDP) and Mission Area Analysis (MAA).

ii. Coordinates evaluation of training device suggestions.

jj. Prepares and presents information and update briefings on assigned programs and related projects.

kk. Prepares manpower and budget estimates for project management.

ll. Compiles, monitors, and evaluates input to automatic reporting systems as required.

mm. Participates in special studies, functional area analyses, and special task forces.

25H-6. TRAINING DIVISION. a. Responsible for the conduct of individual soldier job and task analysis for CMF 19/SC 12; management and quality control of Military Qualification Standards Manual (MQSM); Soldier Training Publications (STP); and management and quality control of SDT.

b. Responsible for the conduct of collective mission and task analysis and proponent management of Armor doctrinal/unit training literature.

c. Provides input for training concepts and soldier training strategies. Determines the direction and scope of soldier training.

d. Develops unit training concepts and strategies and determines the direction and scope of unit training.

e. Participates in conceptual and doctrinal studies of near-, mid-, and long-range periods as they relate to soldier training and unit training.

f. Advises the Director on all matters pertaining to collective mission and task analysis, individual training; soldier job and task analysis, SDT, and soldier training products.

g. Participates in USAARMS BIT program and acts on feedback data from DTAFR and other USAARMS/USAARMC agencies.

h. Provides division management, guidance, and support to analysis, STEP, and unit training branches.

25H-7. ANALYSIS BRANCH. a. Performs job analyses for Armor proponent enlisted MOS and officer SC tasks and collective tasks.

b. Tasks and coordinates with the training departments for soldier task analysis for Armor proponent enlisted MOS and officer SC using the SAT process.

c. Coordinates with the training departments and other TRADOC service schools concerning the doctrinal and technical accuracy of all job and task analysis products supporting Armor MOS/SC.

d. Provides job and task analysis input for ICTP and ITP and other resource/budget documents.

e. Performs job analysis and coordinates task analysis for new equipment supporting Armor MOS/SC.

f. Serves as USAARMS POC for Army Occupational Survey Program (AOSP) and Armor officer and enlisted job and task analysis.

g. Acts on feedback data from DTAFR, other USAARMS/USAARMC activities, and outside agencies as relates to job and task analysis.

h. Monitors assigned studies being conducted by contract as they relate to job and task analysis and Armor MOS/SC.

25H-8. SOLDIER TRAINING AND EVALUATION PROGRAM BRANCH. a. Plans and designs CMF 19 SDT material in accordance with regulatory guidance.

b. Coordinates the development and preparation of SDT products with training departments and Publications Division.

c. Provides quality control throughout entire SDT developmental cycle--planning, development, tryout, and production.

d. Coordinates and manages the shared task test program with Army Training Support Center and other service schools.

e. Acts on feedback data from DTAFR, other USAARMS/USAARMC activities, and outside agencies which affect the design and development of SDT products.

f. Provides SDT input for preparation of ITP for which the school is responsible.

g. Monitors assigned studies being conducted by contract as they relate to SDT.

h. Serves as USAARMS POC for the Army SDT Program.

i. Manages development of Armor proponent MQSM and STP; i.e., Soldier's Manuals and Trainer's Guides.

j. Coordinates development and review of soldier training manuals with training departments. Assembles and provides quality control of SC 12 MQSM and CMF 19 STP products.

k. Monitors Camera-Ready Mechanicals (CRM) production of MQSM and STP products.

1. Serves as USAARMS POC for common and shared task management.

m. Acts on feedback data from DTAFR, other USAARMS/USAARMC activities, and outside agencies that affect MQSM and STP products.

n. Monitors contractual studies as they relate to MQSM and STP.

25H-9. UNIT TRAINING BRANCH. a. Provides mission and collective task analysis data to other departments to support the development of training literature, training devices, and program of instructions.

b. Prepares/revises USAARMS input to DA Pamphlet 350-38 STRAC.

c. Provides management and quality control throughout the development of doctrinal and unit training literature.

d. Assembles unit training literature product (ARTEP Mission Training Plans (MTP), drills, etc.) and forwards to Publications Division.

e. Coordinates preparation of unit training literature products with DCD and the training departments.

f. Tasks selected training departments SMEs for review/approval of collective analysis and to rewrite doctrinal and unit training literature.

g. Develops unit training concepts and strategies, and determines the direction and scope of unit training.

h. Participates in school BTT program and acts on feedback data and other conclusions provided by DTAFR.

i. Participates in conceptual and doctrinal studies of near, mid- and long-range periods.

25H-10. COURSE DEVELOPMENT DIVISION. a. Responsible for the management of training development for resident and extension courses of instruction.

b. Reviews and coordinates review of training support media prepared by other schools and training activities.

c. Provides input to DCD for new systems and coordinates other matters of mutual concern.

d. Prepares input to resource documents (TRM, MRIS, AMIM).

e. Provides division management, guidance, and support to course development branches.

f. Provides input to the chain of command concerning course development and management activities.

g. Provides input to the Director concerning execution of the lesson material cyclic review plan.

25H-11. OFFICER COURSE MANAGEMENT BRANCH. a. Maintains the Master POI for Armor proponent officer courses and the Junior Officer Maintenance Course and Senior Officer Logistics Course.

b. Coordinates with DOTD Program Management Office to task the training departments and other activities to prepare lesson plans and training support materials for Armor proponent officer courses.

c. Manages updates of Armor proponent officer instruction based on feedback from users and DTAFR.

d. Prepares input to TM requirements and ITPs.

e. Ensures that appropriate requests for POI changes are submitted IAW USAARMC Reg 350-6.

f. Prepares draft and final POI and CAD for Armor proponent officer courses.

g. Reviews/Approves tests and supporting learning analysis.

h. Serves as USAARMS POC for officer course initiatives (RETO/MQS).

25H-12. ENLISTED COURSE MANAGEMENT BRANCH. a. Maintains the Master POI for Armor proponent NCO and IET courses.

b. Maintains the Master POI for selected USAOC&S NCO and AIT courses.

c. Coordinates with DOTD Program Management Office to task the training departments and other activities to prepare lesson plans and training support materials for Armor proponent NCO/IET courses, and selected USAOC&S NCO/AIT courses.

d. Manages update of Armor proponent NCO/IET and selected USAOC&S NCO/AIT instruction based on feedback from users and DTAFR.

e. Ensures that appropriate requests for POI changes are submitted IAW USAARMC Reg 350-6.

f. Prepares input to TM requirements, NETPs, QOPRIs, ICIPs, BOIPs, ITPs, ROCs, and O&Ops.

g. Reviews/approves tests and supporting learning analysis.

h. Prepares draft and final POI and CAD for Armor proponent NCO/IET courses.

25H-13. RESERVE COMPONENT (RC) COURSE CONFIGURATION BRANCH. a. Maintains the Master POI for Armor proponent officer and enlisted RC and mobilization courses.

b. Coordinates with DOTD Program Management Office to task the training departments and other activities to prepare lesson plans and training support materials for Armor proponent officer and enlisted RC and mobilization courses. Reconfigures training support materials to meet the specific constraints of USARF school training.

c. Manages update of Armor proponent officer and enlisted RC and mobilization instruction based on feedback from users and DTAFR.

d. Prepares draft and final peacetime and mobilization POI and CAD for Armor proponent officer and enlisted RC and mobilization courses.

e. Serves as USAARMS POC for officer and enlisted RC course initiatives.

25H-14. TECHNOLOGY CELL. a. Provides management for technology development in training and administrative systems within the USAARMS.

b. Plans and manages the acquisition and integration of hardware and software for advancing technology.

c. Manages the design and development for computer-assisted instruction (CAI), interactive video disks (IVD), teleteaching, and simulations. Includes management of contracts in support of technology development.

d. Manages the computer literacy training program for the USAARMS.

e. Manages the USAARMS teleteaching development/training program. Coordinates/formulates USAARMS long and short range automation plan in support of DOIM forecasting.

f. Maintains contact with higher headquarters, other schools and centers, and other outside agencies as necessary to take maximum advantage of new developments in technology training including the impact of Artificial Intelligence on training, computer-based training, robotics, and teleteaching developments.

g. Develops and manages a training course for USAARMS personnel in the techniques of designing, developing, and implementing new technologies.



h. Manages design and development of the following Extension Training (ETM) products:

- Army Correspondence Course Program
- Training Extension Courses
- Graphic Training Aids
- Educational Television
- Department of Army Audiovisual
- Computer Based Instruction
- Interactive Videodisc
- Fort Knox Supplemental Material
- Programmed Text

i. Programs and monitors development of resourcing documents for ETM products.

j. Maintains educational quality control standards for ETM products.

k. Coordinates and manages audiovisual requirements.

25H-15. PUBLICATIONS DIVISION. a. Responsible for the production of CRM for final DA print in support of USAARMC portion of the DA/TRADOC ADTLP including FM, TC, ARTEP-MTP, STP, and SDT materials.

b. Coordinates CRM production milestone schedules with the DOTD ADTLP Manager, proponents, and Training Support Center (TSC).

c. Advises DOTD and training departments on production planning of proponent publications.

d. Coordinates preparation of ADTLP and SDT products by participation in IPRs as required or directed by the DOTD.

e. Coordinates final DA print first-year requirements for Service Schools' initial distribution and prepares pinpoint distribution formula for Active Army, U.S. Army Reserve, and Army Reserve National Guard units. Prepares DA Form 260 (Request for Printing or Publication) and forwards to USATSC.

f. Maintains liaison with TRADOC USATSC, CAC, other DOTD divisions, training departments, directorates, and outside agencies on doctrine and training literature matters.

g. Develops and maintains the SOP for production of doctrinal and training literature in consonance with DA/TRADOC/USATSC guidance.

h. Provides division management, guidance, and support to Publications Division branches.

25H-16. EDITORIAL BRANCH. a. Edits (writes and rewrites as required) approved final draft of ADTLP and SDT products to meet publication standards.

b. Ensures editorial quality control of the comprehensive dummy and CRM before forwarding for local print or final DA print.

c. Provides guidance to literature developers editing publications in accordance with product specifications.

25H-17. PRODUCTION BRANCH. a. Executes layout/design for ADTLP and SDT products in accordance with production specification. Coordinates needs and types of illustrations with authors/SMEs and TSC.

b. Ensures production quality control of the comprehensive dummy and CRMs before forwarding for local print or final DA print.

c. Provides guidance to literature developers, editors, and visual information specialists in training departments on layout/design of publications in accordance with product specifications.

d. Prepares comprehensive dummies from final edited manuscripts, using an electronic media for text design.

e. Coordinates with TSC for final artwork and directs paste-up of CRMs for final DA printing of publications.

f. Ensures layout/design quality of comprehensive dummies and ensures that CRMs meet product specifications before forwarding to USATSC for final DA printing.

25H-18. ARMOR MAGAZINE. a. Serves as a free forum for unofficial expression of writers on matters of professional interest.

b. Keeps the worldwide armor community informed of official activities in armor's sphere of research and development, training, and professional education.

c. Generates, receives, acknowledges, and accepts/rejects material submitted for publication.

d. Compiles, evaluates, and edits all material.

e. Coordinates all facets of magazine production, including proofreading, layout, design, illustrations, and circulation.

f. Provides input to Printing Officer concerning specifications for contracts awarded to civilian printers.

g. Publicizes items of interest to the armor community as supplied by the Armor School and Center activities.

h. Publishes six issues each fiscal year.

i. Serves as liaison between the reader, USAARMS, and USAARMC.

j. Provides management, guidance, and support to ARMOR Magazine personnel.

25H-19. LIBRARY. a. Provides both academic and technical library services, including research assistance and interlibrary loan, for the USAARMS, the Fort Knox community, and nonaffiliated Armor researchers worldwide.

b. Supports combat development and doctrine research.

c. Provides a study environment during both duty and nonduty hours.

d. Maintains a current and comprehensive collection of books, periodicals, and other publications, irrespective of medium, pertaining to areas of School, Branch, and Army interest.

e. Maintains USAARMS and installation archives.

f. Provides paper and micrographics copying services.

g. Provides automated information retrieval to Government and commercial data bases.

h. Provides selective dissemination of information (SDI) services.

i. Serves as the USAARMC Documents Control Center (DCC) under the provisions of USAARMC Reg 70-1 (USAARMC Documents Control Program) and TRADOC Reg 1-2 (TRADOC Library System).

j. Provides management, guidance, and support to Library personnel.

25H-20. STAFF AND FACULTY DEVELOPMENT DIVISION (SFDD). a. Develops policies and procedures relating to the operation of the SFDD program.

b. Conducts staff and faculty development program to include courses for instructors, managers, training supervisors, leadership assessors, and specific instructions on the SAT.

c. Develops POIs for other training required in development of school staff and faculty.

d. Participates in training educational interns during total training programs.

e. Provides instruction and guidance to staff and faculty concerning the overall school mission, organization, and coordination required among the various school activities.

f. Promulgates latest TRADOC guidance, doctrine, philosophy, and other innovative ideas, methodologies, and techniques applicable to school training, development of training, and training support.

g. Participates in management of instructor award programs.

h. Provides management, guidance, and administrative support to SFDD personnel.